

## CHAPTER 4. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS)

### SECTION 1. BACKGROUND

**1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.** Reserved.

**2. OBJECTIVE.** The objective of this section is to provide guidance for recording work accomplishments in the PTRS and analysis of recorded data.

**3. GENERAL.** The PTRS system is designed to record certain work activities in the Aviation Safety Program to assist program analysis and future planning. Functions performed are data entry of the various activities the Safety Program Manager (SPM) performs, retrieval of data for quality audits, and preparing the annual work plan.

**4. PURPOSE.** The purpose of this chapter is to describe the what, why, and how of PTRS as it applies to the Aviation Safety Program.

A. Program Tracking and Reporting Subsystem is a subsystem of the Flight Standards Automation Subsystem (FSAS) and is a database management tool. It establishes a procedure for organizing and tracking Aviation Safety Program work activities, i.e., work activities planned and accomplished.

B. The PTRS provides a tool for safety program management. Accurate tracking of SPM activities can be utilized in planning the Annual Work Program, provide support for budget preparation, and support the requirement for additional SPMs. It provides a data base to indicate geographic areas, organizations and operators who have supported or have been supported by the safety program within the previous three years. It will also provide the Office Manager with a tool to maintain awareness of the office Aviation Safety Program and additional work accomplishments. The office will then have a record of program participation by other inspectors and office personnel.

C. The PTRS does not require an inspector to account for an 8-hour day. The PTRS is intentionally structured to prevent its use as a time accountability tool for individual inspectors. The PTRS Procedures Manual (PPM) contains the following statement:

**NOTE:** Any attempt by management to use PTRS as a "Time and Attendance Card" will be considered as improper and in direct contravention to FAA Order 1380.51, Program Tracking and Reporting Subsystem.

**5. GUIDANCE.** Guidance for entering specific activity numbers in PTRS may be found in the corresponding procedures section of each chapter of this order. The PPM will provide general background and information to the overall system. Current PTRS activity numbers and definitions are contained in figure 4-1 and in FAA-P-8000-5.

**6. DATA QUALITY ANALYSIS.** The SPM should conduct a data quality review at least quarterly to ensure that erroneous entries have not been entered into the database. Since any inspector may use a safety program activity number to record their participation in the program, the SPM must ensure that this data accurately reflects activity entries. These reviews will ensure that the local/national database is not unintentionally skewed.

**7. REPORTS.** There are numerous reports that may be generated through PTRS. Following are three examples.

A. *Local Query:* This report is generated from your local district office FSAS database. A local query is the primary means for reviewing data entry quality and retrieving program planned accomplishment information.

B. *Integrated Safety Information Subsystem (ISIS) Query:* An ISIS query is generated from the national FSAS database and can provide specific information on airmen and aircraft (i.e., may be used to identify the last WINGS phase or AMT award issued to an airman).

C. *Inspector Reports:* Inspector reports can be used to generate detailed work completion reports, open items, and remaining planned work activities.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires qualification as an ASI and appointment as an SPM.

*B. Coordination.* This task may require coordination with the office manager, other ASIs, and the office Local Area Network (LAN) administrator and/or the data entry person.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References:*

- Section 2 of each chapter of this order.
- PTRS Activity Numbers and Definitions (figure 4-1)
- PTRS Procedures Manual (PPM)
- FAA-P-8000-5, PTRS Activity Number Guidebook for Safety Program Managers
- FSAS Course Book
- Order 1800.56, National Flight Standards Work Program Guidelines (current edition)

#### *B. Forms:*

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

#### *C. Job Aids:*

- Ad Hoc queries and reports
- Sample figures

### 3. PROCEDURES.

*A.* Procedures listed in this section are for report generation and data quality and data extraction. Guidance for specific PTRS activity number entries are referenced in the applicable chapters of this order.

*B.* There are many standard and ad hoc reports available to the SPM to facilitate the retrieval of data to review program accomplishments and ensure quality of entries. Reports may be generated from PTRS data contained in the local office FSAS data base or from the national FSAS system. Generally, the best source is the local office data base. An example of reports available are:

- (1) Local FSAS Standard Reports.
  - (a) Inspector Reports (Inspectr)

1 Historical Items (Histor)

2 Open Items (Open)

3 Planned Items (Planned)

4 Specialty (Specialty)

5 Unit (Unit)

(b) Designated Airman (Desg Amn): This report may be used to generate available information regarding Aviation Safety Counselors (ASC).

(2) *Local FSAS Ad Hoc Queries.* Ad hoc queries enable the SPM to create a unique listing of data stored in the PTRS. The ad hoc report differs from a standard report in that the user can "ask for" and retrieve specific data without extraneous information.

(3) National FSAS Standard Reports.

(a) The Safety Program Manager's Summary Report: This report will provide the SPM with a summary of all required (R) items and planned (P) work activities that are planned or accomplished and non-planned work activities accomplished.

(b) National PTRS (NPTRS) Queries: Queries are used to sort specific information requested by the SPM. Individual PTRS fields may be selected to generate this report. Generally, the SPM will find it more advantageous to use the local FSAS data base for queries of safety program planned activities and accomplishments.

*C. Sample Reports.* Sample reports with sequential steps for retrieval and additional guidance on generating reports are contained in the PPM and the course book, "FSAS for Inspectors."

**4. TASK OUTCOMES.** Completion of this task will result in the ability to generate standard and ad hoc reports from PTRS data and provide the SPM with information to evaluate and revise the district office safety program, if required. The SPM will also be able to conduct a quality control review of all entries made.

**5. FUTURE ACTIVITIES.** After review and analysis of safety program report information, the SPM should revise the goals and objectives, as necessary to improve the program.

**FIGURE 4-1. INDEX - AVIATION SAFETY PROGRAM  
PTRS ACTIVITY NUMBERS**

---

(Revision: 01/01/00)

**A. Reserved (X900)****B. Manager Activity (X910)**

1915/3915/5915      Manager Meeting Participation

**C. Awards Programs (X920)**

1923/3923/5923      Issue Aviation Safety Award  
 1925/3925/5925      Issue Pilot Proficiency Award (WINGS)  
 1927/3927/5927      Issue Aviation Maintenance Technician Award  
 1929/3929/5929      Issue Charles Taylor Award

**D. Aviation Safety Meetings (X930)**

1931/3931/5931      Aviation Safety Meeting  
 1932/3932/5932      Flight Instructor Meeting  
 1933/3933/5933      Assist/Participate In Safety Meeting  
 1938/3938/5938      Inspection Authorization Annual Renewal Meeting

**E. Aviation Safety Program Support/Development (X940)**

1942/3942/5942      Major Events/Safety And Support Groups  
 1943/3943/5943      Program Material Development

**F. Airman/Safety Actions (X950)**

1950/3950/5950      Remedial Training Action  
 1951/3951/5951      Airman Counseling  
 1952/3952/5952      Flight Assist Processing  
 1953/3953/5953      Safety Action Item

**G. Aviation Safety Counselor Management/Activities (X960)**

1961/3961/5961      ASC - Produce/Conduct Safety Meeting  
 1962/3962/5962      ASC - Assist/Participate In Safety Meeting  
 1963/3963/5963      ASC - Airman Counseling  
 1964/3964/5964      ASC - Safety Action Item  
 1967/3967/5967      Appoint/Renew/Cancel Safety Counselor  
 1968/3968/5968      Manage/Support ASC Activities  
 1969/3969/5969      Train Aviation Safety Counselor

**H. Industry Programs (X970)**

1971/3971/5971      Pilot/Aircraft Courtesy Evaluation (PACE)  
 1973/3973/5973      Industry Aviation Safety Program Support

**I. Aviation Education (X980)**

1981/3981/5981      Aviation Education Activity/Meeting

**J. Reserved (X990)**

## FIGURE 4-1. AVIATION SAFETY PROGRAM PTRS ACTIVITY NUMBERS DEFINITIONS

---

### A. Reserved (X900)

### B. Manager Activity (X910)

#### 1915/3915/5915

#### Manager Meeting Participation

All functions associated with a FSDO Manager attending and addressing an aviation meeting, such as AOPA Town Meetings, EAA general membership meetings, PAMA meetings or any other major aviation group meeting within the district.

### C. Awards Programs (X920)

#### 1923/3923/5923

#### Issue Aviation Safety Award

All functions associated with recognizing individuals and/or organizations with a certificate or plaque for outstanding support of aviation safety activities, to include the Flight Instructor/Maintenance Technician/Avionics Technician of the Year, Aviation Safety Counselor awards, etc.

#### 1925/3925/5925

#### Issue Pilot Proficiency Award (WINGS)

All functions associated with issuing a set of WINGS. Enter phase of the award with an Arabic numeral (example: 1, 2, 3, etc.) in the "Numeric Misc." field and the date the applicant completed all the requirements for the award in the "Closed Date" field. For SEAWINGS, enter an "S" in the "National Use" field.

#### 1927/3927/5927

#### Issue Aviation Maintenance Technician Award

All functions associated with issuing an Aviation Maintenance Technician Award. Enter phase of the award with an Arabic numeral 1 through 5 (example: 1 for bronze, 2 for silver, etc.) for an individual award, 6 for any company award in the "Numeric Misc." field. Enter the date the applicant completed all the requirements for the award in the "Closed Date" field.

**NOTE 1: For air carriers or air agencies submitting more than 300 AMT award applications during an awards year, enter the air carrier/air agency assigned four-character designator (UALA, DALA, BONR, etc.) in the "Airman Name" field in lieu of the individual airman name. For multiple awards of the same phase, enter the letter "R" followed by the number (1-50) of additional desired records in the "Triggers" data field, e.g., "R10" will trigger 10 repetitions of the record.**

#### 1929/3929/5929

#### Issue Charles Taylor Award

All functions associated with issuing the Charles Taylor Award. Enter the recipient's name and airman certificate number in the appropriate fields.

### D. Aviation Safety Meetings (X930)

#### 1931/3931/5931

#### Aviation Safety Meeting

(43, 91, 121, 133, 135, 137, 145)

All functions associated with developing, supporting, or conducting any FAA safety meeting with the exception of a flight instructor (X932), inspection authorization annual renewal (X938), or aviation education meeting (X981). Report one unit per meeting. When the audience substantially changes, a new meeting has occurred and requires a new entry. For a single, multi-day event attended by the same audience, report one unit per day. Enter the FAR which most closely corresponds to the **audience composition** in the "FAR" field. Required FAR entries are as follows: 43 - maintenance; 91 - general aviation pilots and public/user; 121 or 135 - air carrier; 133 - helicopter external load; 137 - agricultural; 145 - repair station personnel. Enter the meeting attendance in the "Numeric Misc." field. For support or assist by additional inspectors, do not enter "A" in the "Results" field, use activity number 1933/3933/5933.

**FIGURE 4-1. AVIATION SAFETY PROGRAM  
PTRS ACTIVITY NUMBERS DEFINITIONS (Continued)**

---

**D. Aviation Safety Meetings (X930) (Continued)**

**NOTE 2:** In support of the FAA Administrator's "Safer Skies" safety agenda, enter the appropriate letter code (only one) in the "National Use" field for all safety presentations which include a "Safer Skies" subject content. If more than one "Safer Skies" topic was presented, complete a X933 record for each additional "Safer Skies" topic addressed (see Note 4). "Safer Skies" topics and corresponding letter codes are:

- A - Approach and Landing
- C - Controlled Flight Into Terrain
- D - Aeronautical Decision making
- L - Loss of Control
- R - Runway Incursions
- S - Survivability
- U - Uncontained Engine Failures
- W - Weather

**1932/3932/5932                      Flight Instructor Meeting**

All functions associated with developing, supporting, or conducting an FAA flight instructor meeting. This activity includes participation in a Flight Instructor Refresher Clinic (FIRC) but does not include FIRC surveillance. Report one unit per meeting. When the audience substantially changes, a new meeting has occurred. For a single, multi-day event attended by the same audience, report one unit per day. Enter the meeting attendance in the "Numeric Misc." field. For support or assist by additional inspectors, do not enter "A" in the "Results" field, use activity number X933.

**NOTE 3:** In support of the FAA Administrator's "Safer Skies" safety agenda, use the guidance contained in "NOTE 2" above (following activity no. X931) for entry in the "National Use" field.

**1933/3933/5933                      Assist/Participate In Safety Meeting**

All functions associated with assisting/participating in developing, supporting, or conducting an FAA safety, public/user, flight instructor or inspection authorization renewal meeting. Report one unit per meeting for each inspector participating other than the primary inspector who will report one unit for activity number X931, X932, X938. When the audience substantially changes, a new meeting has occurred. For a single, multi-day event attended by the same audience, report one unit per day. Do not report meeting attendance.

**NOTE 4:** In support of the FAA Administrator's "Safer Skies" safety agenda, use the guidance contained in "NOTE 2" above (following activity no. X931) for entry in the "National Use" field. Also use X933 for recording additional "Safer Skies" safety agenda topics not recorded under X931. Multiple X933 records may be required to capture all "Safer Skies" topics addressed.

**1938/3938/5938                      Inspection Authorization Annual Renewal Meeting**

All functions associated with developing, supporting, or conducting an FAA Inspection Authorization renewal meeting. The purpose of the meeting is to facilitate the renewal process and exchange information between the local FSDO and its IA's. The IA renewal meeting is not intended for the purpose of conducting IA refresher training designed to meet renewal requirements of section 65.93 (a)(4) of 14 CFR. Report one unit per meeting. Enter the meeting attendance in the "Numeric Misc." field. For support or assist by additional inspectors, do not enter "A" in the "Results" field, use activity number 1933/3933/5933.

**FIGURE 4-1. AVIATION SAFETY PROGRAM  
PTRS ACTIVITY NUMBERS DEFINITIONS (Continued)**

---

**E. Aviation Safety Program Support/Development (X940)**

**1942/3942/5942****Major Events/Safety And Support Groups**

All functions associated with making FAA safety resources available to major events , Airport Safety Committees and Safety Support Groups.

**1943/3943/5943****Program Material Development**

All functions associated with the development and production of Aviation Safety Program materials; such as newsletters, articles, audio visual presentations, pamphlets, videos, etc.

**F. Airman/Safety Actions (X950)**

**1950/3950/5950****Remedial Training Action**

All functions associated with processing a remedial training action. Report one unit per remedial training action. The office administering the remedial training agreement will report the activity. Other inspectors providing technical assistance will record a unit under Technical Assistance - No Certification; activity number 1790/3785/5785.

**1951/3951/5951****Airman Counseling**

All functions associated with counseling any airman. This activity may be provided on request from an airman, in response to a flight assist, in connection with safety action items, or during post accident/incident/occurrence actions. It does not include brief, miscellaneous technical assistance associated with random inquiries.

**1952/3952/5952****Flight Assist Processing**

All functions and actions associated with processing a Flight Assist Report (FAA Form 7230-6).

**1953/3953/5953****Safety Action Item**

All functions associated with the processing and resolution of safety items such as Safety Improvement Reports (FAA Form 8740-5), environmental or operational hazards, an unsafe condition with regard to an airport/airspace, or safety recommendations.

**G. Aviation Safety Counselor Management/Activities (X960)**

**1961/3961/5961****ASC - Produce/Conduct Safety Meeting**

For a safety or user meeting originated, produced, and/or primarily conducted by an ASC. Enter the total number of meetings reported during the current reporting period in the "Miscellaneous" field. Enter the total attendance for meetings reported in the "Numeric Misc." field.

**1962/3962/5962****ASC - Assist/Participate In Safety Meeting**

For a safety meeting at which the ASC provided support or some participation but did not take primary responsibility. Enter the total number of meetings reported during the current reporting period in "Miscellaneous" field. Do not report attendees. Attendance will be reported in the primary participant's submission.

**1963/3963/5963****ASC - Airman Counseling**

Formal or informal interaction or counseling with an airman or group of airmen in regard to aviation safety. This action may include a courtesy flight evaluation by an ASC qualified to provide the evaluation to an airman who has requested it. Enter the total number of airman counseling actions reported during the current reporting period in the "Numeric Misc." field.

**FIGURE 4-1. AVIATION SAFETY PROGRAM  
PTRS ACTIVITY NUMBERS DEFINITIONS (Continued)**

**G. Aviation Safety Counselor Management/Activities (X960) (Continued)**

**1964/3964/5964                      ASC - Safety Action Item**

For action by an ASC regarding the resolution of safety items such as environmental or operational hazards, an unsafe condition with regard to airport/airspace obstructions, markings, inadequate navigational aids, etc., or received safety recommendations. Enter the total number of safety actions reported during the current reporting period in the "Numeric Misc." field.

**1967/3967/5967                      Appoint/Renew/Cancel Safety Counselor**

All Safety Program Manager functions associated with the appointment, annual renewal or cancellation of an Aviation Safety Counselor.

**1968/3968/5968                      Manage/Support ASC Activities**

All Safety Program Manager functions associated with management and support activities for an Aviation Safety Counselor, except those activities under activity numbers X967 and X969.

**1969/3969/5969                      Train Aviation Safety Counselor**

All Safety Program Manager functions associated with developing, implementing, and conducting training for Aviation Safety Counselors. For a group training session, record one unit for each Aviation Safety Counselor trained. For support or assist by additional inspectors, close record with an "A" in the "Results" field.

**H. Industry Programs (X970)**

**1971/3971/5971                      Pilot/Aircraft Courtesy Evaluation (PACE)**

All functions associated with management by the SPM and joint participation by operations and airworthiness (maintenance and avionics) inspectors in the Pilot and Aircraft Courtesy Evaluation program. The program is a public service which precludes conventional use of standard surveillance procedures. The SPM should open and close the event record with only one unit per event recorded. Enter the number of participants in the "Numeric Misc." field. A participant is an airman whose aircraft was inspected and/or received a courtesy flight evaluation. Participating inspectors should record their participation as an assist by entering "A" in the "Results" field.

**1973/3973/5973                      Industry Aviation Safety Program Support  
(91, 121, 133, 135, 137, 141, 145)**

All functions associated with making FAA safety resources available to air carrier/air operator/air agency/corporate operators, evaluating and providing guidance and assistance in developing internal safety programs and identifying the needs of those organizations. An appropriate FAR entry is required in the "FAR" field. Making a presentation or conducting a training session is reported under activity number X931.

**I. Aviation Education (X980)**

**1981/3981/5981                      Aviation Education Activity/Meeting**

All functions associated with initiated actions and supporting requests by non-aviation industry groups for the purpose of aviation education (non-safety). Examples are Career Days, school aviation education programs, ACE camps, etc.

**J. Reserved (X990)**